CalSIEC AGENDA REPORT

TO: Chief John Penido
Chair, California Statewide Interoperability Executive Committee

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Statewide Interoperability Coordinator, Cal EMA

FROM: Captain Michael Reid
Chair, CalSIEC Policy Working Group

DATE: October 1, 2009

SUBJECT: CalSIEC Charter Issues for Consideration

SUMMARY:

During the April 16, 2009 CalSIEC meeting, the Policy Working Group was tasked with addressing the CalSIEC Charter "Parking Lot Issues" that were left unresolved after the Governance and Charter ratification meeting held on December 2, 2008. Over the course of three months the Policy Working Group met to discuss each of the twelve outstanding issues. The following is a synopsis of the issues and the "options for consideration" the Policy Working Group would like to present to the CalSIEC Executive Committee for consideration.

ISSUES & RECOMMENDATIONS:

Page 5: Section 8.0
CalSIEC Membership

Original Text: Representatives from other organizations are invited to participate in Executive Committee meetings to provide input beyond the members' existing capabilities or to provide subject matter expertise. In addition, the Executive Committee may schedule additional working sessions to involve a broader representation of interested groups.

Issue: Last paragraph under Executive Committee Membership: County and local first responder reps (CSSA, CPCA, CFCA, EMSAAC) should have funded alternates that are from other part of state than the main member that attend meetings also.

Discussion: The discussion highlighted the fact that CalSIEC does not have an unlimited budget. Funding (reimbursement) is being made for Executive Committee members and alternates. Trying to fund others would not be practical, and someone will always feel left out if their travel is not funded. Draw the "line in the sand" with voting members and alternates.

**Recommendation:** Leave section as is.

**Original Text:** Representatives will be appointed by the organization they represent. Cal EMA Director and the Executive Committee Chair will request a representative appointment from the Executive Director of identified organizations. An official letter of appointment will be provided to the Cal EMA and Executive Committee Chair. Appointments will be made annually and will be valid from July 1st--June 30th. The Executive Committee shall elect or nominate the Chair and Vice Chair as well as additional members and participants as appropriate.

**Issue:** Feel this selection methodology is defective, in that there is no continuity of the information and experience of the membership by replacing 15 of the 19 members annually; also there is a question of the role of the representatives of the 4 Planning Areas (are they selected by the PAs in a manner similar to the Tribal representative, or does the PA submit its nomination like any of the State Agencies and Associations?). Recommend the terms for each position (including Tribal) be extended to three years, with the terms being offset, so that one third of the members are appointed each year.

**Discussion:** The issue was relevant and the language in the paragraph was not clear. The Policy Working Group participants spent time working on language that was universally accepted.

**Recommendation:** Re-word Paragraph as follows -
Members are appointed by the organization they represent for a term of no less than 1 year and no more than 3 years using the State's fiscal calendar, unless reappointed. Cal EMA and the Executive Committee Chair will request an official letter of appointment from the executive director of identified organizations. The Executive Committee shall elect or nominate the Chair and Vice Chair as well as additional members and participants as appropriate.

**Original Text:** (Issue with layout of table and use of acronyms in _Figure B: CalSIEC Members_)

CA State Sheriffs Assoc.	CA Police Chiefs Assoc.	*EMSAAC
League of California Cities (LCC)	CA State Association of Counties (CSAC)	Cal Fire Chiefs Assoc.
FIRESCOPE Board of Directors	Tribal Representative	Northern Ca Planning Area
Central Ca Planning	Capitol/Bay Planning Area	Southern Ca Planning Area

Area		
CA Highway Patrol (CHP)	CA Dept of Forestry and Fire Protection (CDF/CalFire)	CA Dept of Transportation (CalTrans)
PSRSPC	Cal EMA Executive Sponsor – non voting	CA OES Law Enforcement Branch/Mutual Aid System
CA OES Fire and Rescue Branch/Mutual Aid System		

Issue: Reorder the right hand column on Figure B from top to bottom to read: Cal Fire Chiefs Assoc; Northern Ca Planning Area; Southern Ca Planning Area; Ca Dept of Transportation (CalTrans), CA OES Law Enforcement Branch/Mutual Aid System; Emergency Medical Services Administrators Association of California (EMSAAC)

Discussion: Alphabetize and spell out the entire name of the organization in order to minimize acronyms.

Recommendation: Revise table as follows -

California Department of Forestry and Fire Protection	Capital/Bay Area Planning Area
California Department of Transportation	Central Planning Area
California Emergency Management Agency Executive Sponsor (non voting)	Emergency Medical Services Administrators Association of California
California Emergency Management Agency Law Enforcement Branch/Mutual Aid System	FIRESCOPE Board of Directors
California Fire Chiefs Association	League of California Cities
California Highway Patrol	Northern Planning Area
California Police Chiefs Association	Public Safety Radio Strategic Planning Committee (PSRSPC)
California State Association of Counties	Southern Planning Area
California State Sheriff's Association	Tribal Representative

Page 6: Section 8.0 CalSIEC Membership

Original Text:

Tribal Representative Appointment to Executive Committee

It is not the intention of the CalSEIC executive committee to determine the appointment process or nomination of the Tribal representative on the executive board but rather to provide a means that all of the Tribes are aware of the CalSEIC issues and efforts. The Tribes within the state, not being political subdivisions of the State, create the need for outlining an appointment process that provides at least notification to the other Tribes and a ratification requirement. Because of the unique nature and significant challenges of

establishing an effective intergovernmental board, while considering the 109 federally recognized Tribes in the State, this section is established with the primary goals of:

Issue: Delete the following sentence: The Tribes within the state, not being political subdivisions of the State, create the need for outlining an appointment process that provides at least notification to the other Tribes and a ratification requirement.

Discussion: There was a preconceived idea that this was going to be a potentially politically sensitive issue, however, several Tribal representatives participated in the Policy Working Group discussion and advised the group that they assisted in the drafting of the original language and had no issues. The group went on to clean up some of the language in the paragraph for better readability and understanding.

Recommendation: Leave existing text as is at the request of the CalSIEC Tribal Representative. Minor changes are reflected in the following approved paragraph -

It is not the intent of the Executive Committee to determine the appointment process for the Tribal representative, but rather to provide a means to ensure that all of the Tribes are aware of the issues and efforts. The Tribes within the state, not being political subdivisions of the State, create the need for outlining an appointment process that provides notification to the other Tribes and a ratification requirement. Because of the unique nature and significant challenges of establishing an effective intergovernmental board, while considering the more than 100 recognized Tribes in the State, this section is established with the primary goals of:

Page 10: Section 11.0 Planning Areas

Purpose

For governance purposes, CalSIEC has divided California into four Planning Areas that are determined by Operational Area membership. The Planning Area and its member Operational Areas are described below.

Capitol-Bay Planning Area: Alameda; Alpine; Amador; Calaveras; Contra Costa; El Dorado; Marin; Monterey; Napa; Placer; Sacramento; San Benito; San Francisco; San Joaquin; San Mateo; Santa Cruz; Santa Clara; Solano; Sonoma; Stanislaus; Tuolumne; Yolo.

Central Planning Area: Fresno; Kern; Kings; Madera; Mariposa; Merced; Tulare.

Northern Planning Area: Butte; Colusa; Del Norte; Glenn; Humboldt; Lake; Lassen; Mendocino; Modoc; Nevada; Plumas; Shasta; Sierra; Siskiyou; Sutter; Tehama; Trinity; Yuba.

Southern Planning Area: Imperial; Inyo; Kern; Los Angeles; Mono; Orange; Riverside; San Bernardino; San Diego; San Luis Obispo; Santa Barbara; Ventura.

It is the responsibility of each Planning Area to provide a single representative to sit on CalSIEC. This individual will have authority to act on behalf of, and represent the Planning Area and its members relative to all decisions and general business conducted by CalSIEC.

The primary mode of communication for each Planning Area will be their individual listserv.

Issue: This section needs to be fleshed out. What are the minimum requirements of the PAs? What are the roles and responsibilities of the PAs? What frame work should they be structured under (realizing that each is different, but the common areas need to be defined). How do they get budgeted?

Discussion: The Policy Working Group participants discussed this issue at length. It was clear after more than an hour of debate that this issue was not going to be resolved in the time available before the October 15, 2009 meeting of the Executive Committee. The need to define the minimum roles, responsibilities and funding of the four Planning Areas is critical to the overall success of CalSIEC, but will take more time to resolve. A meeting of Planning Area Chairs is scheduled for October 19, 2009, during which this issue will be addressed again.

Recommendation: No recommendation is being made on this issue. The issue remains unresolved and will continue to be addressed.

Page 10: Section 12.0 Liaisons & Advisors

Original Text:

The Executive Committee values the importance of other practitioner subject matter experts input into the decision making process. As such the identified organizations below represent, but are not limited to, key liaisons and advisor to the Executive Committee.

Issue: Are the Chair and Vice Chair voting members or Ex Officio? If Ex Officio, does their sponsoring entity get to back fill?

Discussion: The Policy Working Group participants agreed that the Chair and Vice Chair will remain voting members of their respective representative organizations. The group felt that there was no need to change the language within this section, but did determine that clarification should be added to the language on Page 9: Section 10.0 regaring roles and responsibilities of the Chair and Vice Chair.

Recommendation: Per the working group conversation, nothing was changed to this section; however the following language was added to page 9: Section 10.0 Chair and Vice Chair Roles and Responsibilities

The Chair shall:
- Preside over all regular and, if required, special meetings.
- Oversee the coordination of CalSIEC meetings, including setting the time and location of such meetings.
- Create and distribute an agenda for the CalSIEC meetings two weeks in advance of each meeting date and provide read-ahead material a week in advance.
- Be responsible for all records of the CalSIEC Meeting, including but not limited to the original charter, minutes, white papers, correspondence, and current membership enrollment.
- Collaborate with the Cal EMA on project and initiative support and funding related to the State's communications interoperability efforts.
- Be a full-time resident in the State of California.

The Vice Chair shall:
- Preside over the meetings in the absence of the Chair

Note: The Chair and Vice Chair will continue to serve as the voting members of their respective representative organizations

Page 11: Section 13.0 Working Groups

Original Text: Narrowly-chartered Working Groups (WG's) should be formed to provide recommendations on initiative implementation to the Executive Committee as well as to other components that wish to develop them (e.g. planning areas.) WG's are the engine of the statewide interoperability effort. They are to complete the tasks associated with initiatives identified within the CalSCIP and provide recommendations to the Executive Committee for consideration and potential adoption. Additionally, it is expected that WG members will participate in the CalSCIP update process by identifying potential initiatives that the Executive Committee and CalSIEC Coordination Office (Cal EMA) should consider adding to the State's interoperability effort. The CalSIEC Coordination Office (Cal EMA) should help organize, steer and maintain the WG's.

Issue #1: The word "should" needs to be replaced with the word "shall" throughout the first paragraph and at other relevant places in this section.

Issue #2: Feel that any standing working groups (including the 'initial working groups' identified in Section 13) should be designated as statewide 'subcommittees' to match the regional Planning Area subcommittees. Working Groups should be ad hoc. New substitution language will be brought for consideration regarding work groups to the Dec 2 meeting.
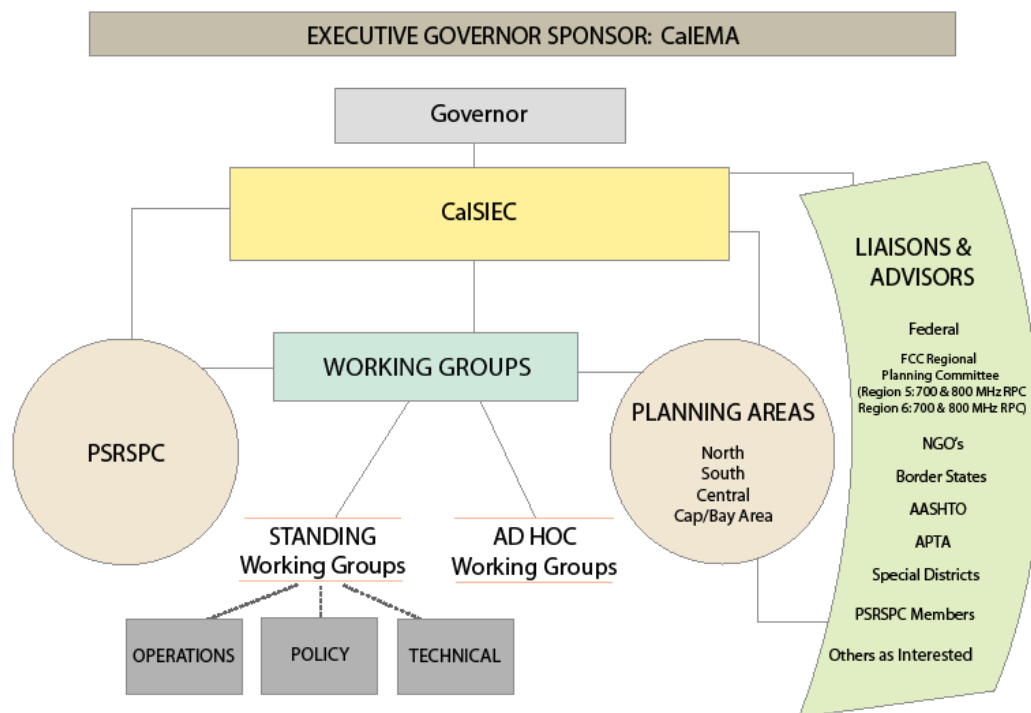
Discussion: The Policy Working Group participant agreed that the three standing working groups (Technical / Policy / Operations) should be referred to in the Charter as subcommittees, and all other groups formed by the Executive will be referred to as working groups. Other grammatical corrections were made as well.

Recommendation: Paragraph re-worded as follows –

The three groups (Technical, Policy, and Operations) will be standing Subcommittees of the Executive Committee. Ad Hoc Working Groups will be established by the Executive Committee to address specific items/initiatives/tasks. Standing subcommittees will ensure the continuity of operations over the life of the CalSCIP implementation effort. For example, a state or region may determine that it needs a standing technical committee to support a long term large procurement effort. Cal EMA should help organize, steer and maintain the Subcommittees and Ad Hoc Working Groups.

Page 11: Section 13.0 Working Groups
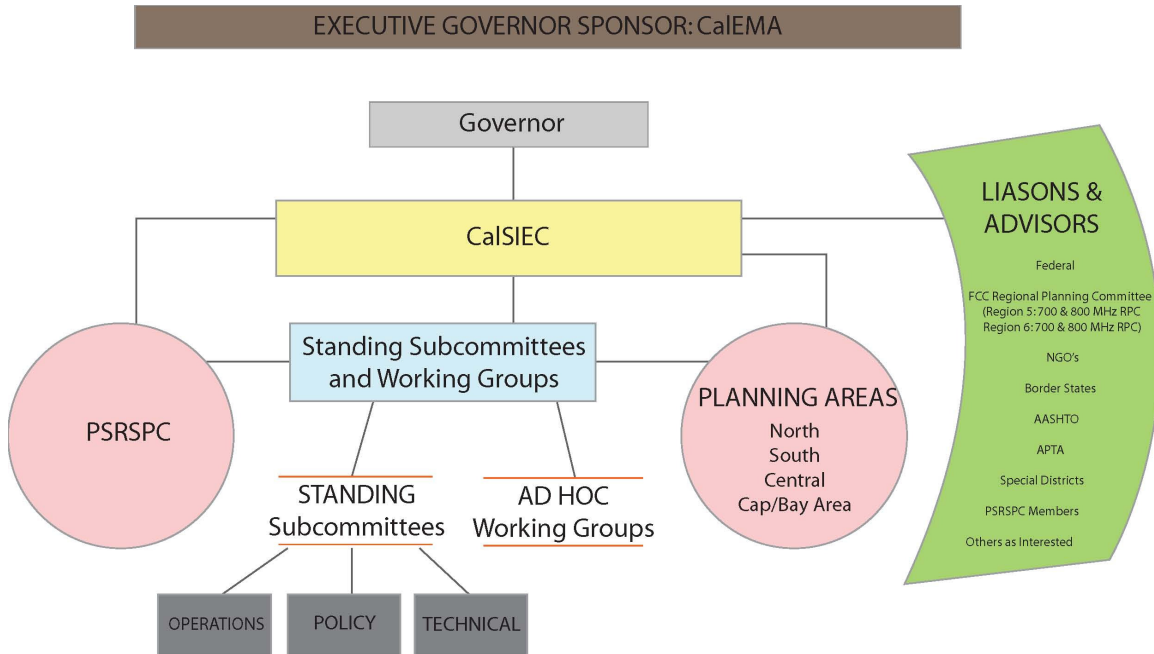

Figure A: CalSIEC Governance Structure

Issue: The chart in Section 6.0 calls for three standing Working Groups (Policy, Operations, and Technical). These are not reflected in Section 13.0.

Discussion: The Policy Working Group participants agreed that this diagram should match the language in Section 13.0.

Recommendation: Revise Figure A accordingly:
- Change "Working Groups" to "Standing Subcommittees and Working Groups"
- Change "Standing Working Groups" to "Standing Subcommittees"

Page 11: Section 13.0 Working Groups

Original Text:
- Cal Law Enforcement Mutual Aid Communications Support WG. Made up of law enforcement representing local, state and federal interests. It would review existing or emerging technology that may provide enhanced communications for law enforcement operations.

- California Law Enforcement Mutual Aid Radio System (CLEMARS) WG. Local and state law enforcement representatives, develop guidelines for law enforcement mutual aid frequencies assigned to Cal EMA by the FCC.

Issue: In the "Recommended Initial Working Groups" list on page 12, the "Cal Law Enforcement Mutual Aid Communications Support Working Group" and the "California Law Enforcement Mutual Aid Radio Systems (CLEMARS) Working Group" have different descriptive language but are the same function. Support to / tasking for Fire mutual aid communications is not listed, although the FIRESCOPE Communications Specialist Group is currently performing this function.

Discussion: The Policy Working Group participants discussed this issue a length. It was ultimately decided that the CLEMARS Working Group was, for all intents and purposes, defunct and longer relevant for the purposes of this section. The FIRESCOPE Workign Group, however, should be added for discipline "balance".

Recommendation: Remove the CLEMARS Working Group and replace with appropriately worded FIRESCOPE Working Group language (the exact wording will be researched and included in the next draft of the Charter).

Global Comment

Issue: Do not see any reference to the National Emergency Communications Plan. Believe it hadn't been published when we were initially drafting this document. Believe we should align with that strategy.

Discussion: The Policy Working Group participant discussed this matter and voiced a unanimous opinion that reference to any federal policy or guidance should not be included in the CalSIEC Charter, but could possibly be included in the CalSCIP. the Charter identifies several key roles & responsibilities of the executive committee, none of which require strict compliance or adherence to federal guidance other than "overseeing CALSCIP programmatic implementation", which opens the door to federal compliance.

It is the group's opinion that language pertaining to aligning California's interoperability efforts with the National Emergency Communications Plan should be included within the CALSCIP if it is to be included anywhere (because the NECP was drafted after the latest revision of the CALSCIP we could find no reference within the current CALSCIP). From this position the CalSIEC could include implementation of NECP goals and objectives in the overall California plan. If compliance with the NECP were to be included within the CalSIEC charter, we might be clouding the true goals of the CalSIEC.

Recommendation: Leave language referencing federal guidance out of the Charter.